



**U.S. DEPARTMENT OF COMMERCE  
U.S. Census Bureau  
Recruiting Bulletin**

**OPENING DATE: November 16, 2009**  
**CLOSING DATE: November 20, 2009**

Recruiting Bulletin No: **29-09-DEC-181**  
Atlanta Regional Census Center  
Atlanta, Georgia

**REGIONAL TECHNICIAN**

**Annual Salary Range:**

**GG-0301-11: \$ 58,734 - \$ 76,350**

**GG-0301-12: \$ 70,399 - \$ 91,513**

**NUMBER OF VACANCIES:** Few

**PROMOTION POTENTIAL:** GG-12

**EXCEPTED SERVICE APPOINTMENT:** This is a less than 1 year Schedule A appointment with a possible extension.

**AREA OF CONSIDERATION:** All qualified U.S. citizens that reside in the following counties: Fulton, Dekalb, Clayton, Henry, Gwinnett, Douglas, Cobb, and Rockdale.

**DUTY LOCATION:** Atlanta, GA

**TRAVEL:** Requires 95% travel throughout the Atlanta Region states – Alabama, Florida and Georgia.

**DUTIES:** The primary purpose of this position is to provide technical assistance to the assigned Regional Census Center (RCC) for the 2010 Census. Working under specific direction from the RCC, the incumbent of this position provides technical and administrative support for all recruitment, personnel, payroll, field data collection, group quarters, office and evaluation operations, automation activities, postal liaison activities, map/geography problems and publicity for the managers of the LCO to which incumbent is assigned in order to assure timely, orderly, and efficient conduct the 2010 Census. The incumbent serves as a regional staff representative between assigned Local Census Offices (LCO) and RCC or as a technical/procedural specialist in a variety of areas. He/she must be able to perform effectively and efficiently under stringent time constraints including the ability to deal effectively with a variety of personnel within and outside the RCC and/or the LCO.

**QUALIFICATIONS:** Applicants must have the experience as indicated below.

**GG-11:** Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting;** and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: Three full years of graduate education leading to a degree or Ph.D. or equivalent degree, or LL.M. directly related to the position that demonstrates: (1) ability to provide administrative support services to an organization in two or more areas such as **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting;** and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

**GG-12:** Experience: One year of specialized experience equivalent to the next lower grade level that demonstrates: (1) ability to develop administrative support procedural guidance or conduct efficiency and effectiveness studies regarding administrative operations for two of the following areas: **personnel, payroll, recruitment, testing, equal employment opportunity, finance, accounting, procurement, space and/or leasing, or contracting;** and (2) ability to apply demographic techniques, data collection procedures, survey techniques, or geographic principles.

Education: No substitution of education for experience is permitted.

**Specialized experience** is defined as follows: Experience which has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position and which is typically in or related to the position to be filled. To be creditable, specialized experience must have been at least equivalent to the next lower grade level.

**EVALUATION CRITERIA:** Candidates will be evaluated on the extent and quality of their experience, education, and accomplishments as related to the following elements. **To be considered, applicants must submit a separate, individual statement addressing each of the following:**

1. Demonstrated experience in providing technical and administrative support or monitoring a large-scale field survey or data collection operations.
2. **Experience which demonstrates knowledge of administrative program requirements for space, furnishing and equipment acquisition, telecommunications, automation, recruiting, personnel, payroll, or staffing activities.**
3. Experience in analyzing cost and progress reports for a field or office operation.

**For further information on this vacancy, contact Cynthia Williams, Human Resources Specialist, at 404-332-2734.**

**HOW TO APPLY:** Each applicant must submit a separate completed Application for Federal Employment (SF-171), Optional Application for Federal Employment (OF-612), or a resume for **EACH GRADE LEVEL YOU ARE APPLYING FOR.** List your work duties and accomplishments relating to the job for which you are applying. The following information is needed to evaluate your qualifications and determine if you meet legal

requirements for Federal employment. Failure to provide this information may result in loss of consideration.

- Recruiting Bulletin number, title, and lowest grade acceptable
- Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- Social Security number
- Country of citizenship (**this Federal job requires U.S. citizenship**).
- If you have served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans' preference. To claim veterans' preference, you must submit:
  - DD Form 214 covering the period of military service for which preference is claimed; and if applicable, a Standard Form 15, Application for 10-Point Veteran Preference with supporting documents as outlined on the form. This form can be found at: [http://www.opm.gov/forms/pdf\\_fill/SF15.pdf](http://www.opm.gov/forms/pdf_fill/SF15.pdf).
  - If the applicant does not provide the supporting documentation for the 10-point preference, but has provided the documentation for the 5-point preference, they will receive the 5-point preference only.

For more information on veterans' preference, please go to the U.S. Office of Personnel Management web site for veterans at [www.opm.gov/veterans](http://www.opm.gov/veterans).

- Highest Federal civilian grade held (if applicable)
- Highest education level achieved. Specify: name, city, state, zip code (if known), date or expected date (month/year) of completion of degree requirements, type of degree received, and graduate of foreign universities must include proof of foreign education equivalency to an accredited U.S. college/university. If you are using education to basically qualify for a position, you **MUST** submit a copy of your college transcripts or a listing of college courses showing title of the class, grades earned, completion dates, hours earned, the type of hours earned (semester/quarter), and grade point average. Applicants selected for the position will be required to supply original transcripts.
- To qualify based on education, submit a copy of your college transcript, along with your application.
- Paid and non-paid work experience related to the position. For each work experience include: job title, series/grade (if Federal employment), duties and accomplishments, employer's name and address, supervisor's name and address, starting and ending dates, hours per week, salary, and indicate if we may contact your current supervisor/employer.
- Job-related: training courses (title and year), skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.), certificates/licenses (current), and honors, awards, and special accomplishments (e.g., publications, memberships in professional societies, etc.).

- Use of any Government agency envelopes to file job application is a violation of Federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted.

- Applicants requiring reasonable accommodations for any part of the application and hiring process should contact the Human Resources Office Representative at 404-332-2734. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

**Each applicant must also submit a completed OF-306 Declaration of Federal Employment.**

**Complete applications package must be received by the closing date of the bulletin and submitted to:**

**U.S. Census Bureau  
Atlanta Regional Census Center  
285 Peachtree Center Ave. NE  
Marquis Tower II  
Suite 1100  
Atlanta, GA 30303  
ATTN: Cynthia Williams, Human Resources Specialist**

Complete a separate application for each position by the closing date of the bulletin and submit to the address above.

**APPLICATION DEADLINE:** Application materials must be received by the closing date of the recruiting bulletin **November 20, 2009**. Applications received after this date will not be considered. **Faxed applications will NOT be accepted. Emailed applications will NOT be accepted.**

#### **CONDITIONS OF EMPLOYMENT:**

**Payment of relocation expenses IS NOT authorized.**

-This is a Mixed-Tour work schedule that may be changed from full-time, part-time, or intermittent to accommodate fluctuating workloads.

- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment.

- You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be fired after you begin work; or you may be fined and jailed.

- If selected, male applicants born after 12/31/59 must confirm their selective service registration status. Certification forms are available at most Federal agency personnel offices or from the U.S. Office of Personnel Management.

Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship).

**ADDITIONAL INFORMATION:** Employees who received a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in federal agencies, whether by reemployment or contracts for personal services are obligated to repay the full amount of the agency that paid it.

**THE U.S. DEPARTMENT OF COMMERCE / BUREAU OF THE CENSUS IS AN  
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.